

Department of Planning, Building and Code Enforcement  
Planning Divisions, 801 North First Street, Rm 400  
San Jose, California 95110-1795  
(408) 277-4576

## SINGLE FAMILY HOUSE PERMIT APPLICATION FORM

Please print clearly or type.

STAFF	File Number <b>SF</b>		Receipt #: _____	
	Council District		Zoning	
APPLICANT INFORMATION	Property Owner		Phone (w)	Phone (h)
	Address		Fax	Cell
			E-Mail	
	Project Contact Person		Phone (w)	Phone (h)
	Address		Fax	Cell
			E-Mail	
PROJECT INFORMATION	Project Address		APN(s)	
	Application Type (check all that apply)			
	<b>Director Approval</b> <input type="checkbox"/> Administrative <input type="checkbox"/> Public Hearing		<b>City Council Approval (Category 3)</b> <input type="checkbox"/> Greater than .65 F.A.R.	
	Brief Project Description			
	<i>PROJECT DATA</i>		<i>EXISTING</i>	<i>PROPOSED</i>
	Net Parcel Size			
	Gross Building Square Footage (excludes garage and accessory structures)			
	First Floor			
	Ratio of Second Floor / First Floor			
	Floor Area Ratio (building square footage/parcel size)			
Building Height		____ ft ____ stories	____ ft ____ stories	
CERTIFICATION	I certify that the foregoing statements are true and correct to the best of my knowledge. I understand that a misrepresentation of any			
	Applicant's Signature			Date
	I declare under penalty of perjury that I am the owner of said property or have Power of Attorney (attach copy) from said property owner			
	Print Property Owner's Name			
Signature			Date	

**PLEASE SUBMIT THIS APPLICATION IN PERSON TO THE PLANNING DIVISIONS, CITY HALL, ROOM 400**

Applications are processed in the Planning Divisions, Room 400 on Monday, Wednesday and Friday from 9:00 a.m. to 5:00 p.m. or Tuesday and Thursday from 10:00 a.m. to 5:00 p.m.

# Application Requirements

## Requirements

- ☐ Application Form
  - ☐ Photographs
    - ☐ existing structures on property
    - ☐ adjoining properties on each side and across street.
  - ☐ Application Checklist Form
  - ☐ Plan Sets (3 full size 24" x 36" plan sets)  
(sheets of larger size shall require prior approval before filling the application)
  - ☐ 1 legible black line Plan Set reduced 11" x 17"
  - ☐ **Noticing the Neighborhood.** Refer to the Public Outreach Policy for a full description of the City's public notification procedures. Public Hearing notices will be mailed for development proposals at least 10 calendar days before the date set for hearing for a project. Notices will be sent to all property owners and residents within 300 feet for Very Small projects, 500 feet for Standard Development Proposals and a minimum of 1,000 feet for large or controversial projects as detailed in the Public Outreach Policy.
  - ☐ Description of Parcel Property. A legible, separate legal metes and bounds description on a 8 1/2" x 11" page(s) covering the area of this application, or lot and tract numbers on a 8 1/2" x 11" page(s) with a copy of the recorded tract map attached, and a plot map delineating the permit area.
- ☐ Application Fees:
    - Category 1 - \$575.00
    - Category 2 - \$1,500.00
    - Category 3 - \$2,500.00
  - ☐ Public Noticing Fee:  
\$135.00\* for Category 2 and 3

\*Additional Noticing Fees may be due after filing this application if noticing list exceeds 100 properties.

## Plan Set Requirements

### Site Plan

- Scale & north arrow
- Lot line dimensions
- Location of existing and proposed building wall and eave lines (including decks and balconies)
- Location of existing and proposed building wall lines of adjoining property buildings.
- Setbacks and dimensions to property lines.
- Project summary which includes the following (for existing and proposed home):
  - Lot size in square feet, first floor and second floor square footages, ratio of second floor to first floor area, floor area ratio.
- Existing/proposed finished floor elevation of subject property.

### Floor Plans

- Existing and proposed floors. (Show existing walls to be removed or modified.)

### Elevation Plans

- Height of overall building and entry features.
- Identify building materials, trim & decoration, etc.

## Residential Design Review Process Walkthrough

### Getting Started

Verify your zoning, property size, your existing building square footage and F.A.R., and your proposed building square footage and F.A.R. Generally, your architect can calculate or find this information.

### Fill Out the Application Form

The application must be completely filled out and signed by the legal owner of the property or by an individual with Power of Attorney to represent the legal owner and the applicant, if different. Proof of Power of Attorney MUST be provided.

### Prepare Final Plans and Exhibits

Prepare plans and streetscape photographs according to the instructions in this application packet.

### Notification

Your application will be assigned to a project manager, who will call you to inform you of any action and/or meeting date and any further information or plan changes that need to be made. A hearing notice for the Single Family Review Permits requiring public hearings by the Director or City Council will be mailed to the contact person and the property owner, as indicated on the application form.

# Application Checklist Form

## Permit Determination Checklist

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Is the new house or addition greater than 30 feet in height?<br><i>If yes, you need a Single-Family House Permit approved by the City Council.</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the new house or addition greater than 2 stories?<br><i>If yes, you need a Single-Family House Permit approved by the City Council.</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the floor area ratio of your house greater than .45 but equal to or less than .65?<br><i>If yes, you need a Single-Family House Permit approved by Director of Planning.</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the F.A.R. of the house greater than .65?<br><i>If yes, you need a Single-Family House Permit approved by the City Council.</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is your house or site a designated City Landmark, listed on the Historic Resources Inventory, or located in a Historic District or Historic Conservation Area?<br><i>If yes, you need a Single-family House Permit.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered no to **all** of the questions above, a single-family house permit is not required for your house. You may proceed to the Building Division for building permits.

## Criteria for Administrative Review by the Director of Planning

The issuance of building permits:

- ☐ will not require removal of more than 50% of the exterior walls;
- ☐ are for a house not to exceed 30 feet in height and two (2) stories;
- ☐ are for a single-story addition;
- ☐ are for a second-story addition where the total second-story square footage does not exceed 60% of the existing first floor area, and the addition is set back an additional 10 feet from the required front setback;
- ☐ will not result in the enclosure or net loss to 10% or more of a existing front porch area;
- ☐ are for an attached garage only if there is an existing attached garage on either side of the subject lot;
- ☐ that require the roofline, materials, trim and decoration details of the new construction to be the same as that on the existing house.

If **all** of the above criteria are met, no public hearing is involved with the review of a Single-Family House Permit.

## How do I calculate my floor area ratio (F.A.R.)

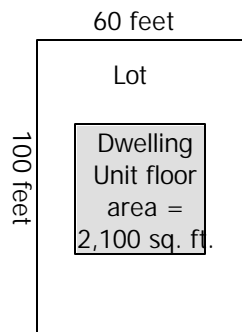
### Floor Area Ratio Definition

F.A.R. is a ratio of floor area of a structure(s) to the area of a lot.

The floor area includes:

- total square footage of the floors in a main structure measured to the outside surface of the exterior walls, including stairwells, and all areas that are greater than 50% enclosed with walls and covered.
- garage square footage (attached or detached), square footage of accessory structures on the lot, and square footage of basements **is not** included in the calculation of F.A.R.

Example:



#### Formula:

$$\text{Floor Area Ratio} = \frac{\text{Floor Area}}{\text{Lot Area}}$$

**Lot area:** 60 ft. x 100 ft. = 6,000 sq. ft.

**Floor Area:** 2,100 sq. ft.

**Floor Area Ratio:**  $\frac{2,100 \text{ sq. ft.}}{6,000 \text{ sq. ft.}}$

**F.A.R. = .35**

## ADDITIONAL INSTRUCTIONS FOR STORMWATER RUNOFF DATA

The California Regional Water Quality Control Board, San Francisco Bay Region (RWQCB), requires that the City of San Jose demonstrate compliance with the National Pollution Discharge Elimination System (NPDES) Permit issued to the Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP).

In order to comply with the NPDES Permit requirements, the City of San Jose must provide the RWQCB with the following information requested below. Thank you for your cooperation in compliance.

### INSTRUCTIONS

#### What Projects Apply?

**All applicants** creating, adding, or replacing **5,000 square feet or more of impervious surface\*** on the project site must fill out the following information and submit it along with their application for a Planning permit to the Department of Planning, Building and Code Enforcement, Room 400, City Hall, 801 North First Street, San Jose.

#### What is an Impervious Surface?

An impervious surface prevents the infiltration or passage of water into the soil. Impervious surfaces include rooftops, paved or covered patios, driveways, parking lots, paved walkways, and streets.

For more information on the selection of Best Management Practices for stormwater pollution prevention, please refer to ***Start at the Source*** by BASMAA and ***the Guidance Manual on Selection of Stormwater Quality Control Measures***. These documents are available for purchase in the Department of Planning, Building and Code Enforcement at Room 400, City Hall, 801 North First Street, San Jose. You may also contact Jenny Nusbaum at: [jenny.nusbaum@ci.sj.ca.us](mailto:jenny.nusbaum@ci.sj.ca.us) or (408) 277-4576.

\* DO NOT INCLUDE routine maintenance work such as reroofing, or resurfacing of existing paved areas, in the calculation of impervious surface.

TO BE COMPLETED BY PLANNING DIVISION STAFF			
PROJECT FILE NO.:			
TO BE COMPLETED BY APPLICANT			
PROJECT DESCRIPTION		PROJECT LOCATION	
ASSESSOR'S PARCEL NUMBER(S):			
APPLICANT NAME (please print)		DAYTIME TELEPHONE NO: (     )	
PROJECT TYPE (Check all that apply):		EXISTING USES ON SITE:	
<input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural		<input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural	
<input type="checkbox"/> Commercial <input type="checkbox"/> Public/Quasi Public <input type="checkbox"/> Other _____		<input type="checkbox"/> Commercial <input type="checkbox"/> Public/Quasi Public <input type="checkbox"/> Other _____	

## ADDITIONAL INSTRUCTIONS FOR STORMWATER RUNOFF DATA

### PROJECT SIZE:

- a. Site size: \_\_\_\_\_ sq. ft.
- b. Existing impervious surface area (includes land covered by buildings, sheds, patios/covers, parking lots, streets, sidewalks, paved walkways and driveways): \_\_\_\_\_ sq. ft.
- c. Impervious surface area created, added, or replaced: \_\_\_\_\_sq. ft.
- d. Total impervious surface area (new + existing): \_\_\_\_\_sq. ft.
- e. Percent increase/replacement of impervious surface area (i.e. c/b multiplied by 100: \_\_\_\_\_%)
- Estimated area of land disturbance during construction: \_\_\_\_\_sq. ft.  
(including clearing, grading, or excavating).

### HAZARDOUS MATERIALS:

Will or have hazardous materials been used or stored on site?

☐ Yes

☐ No

- a. If yes, please provide list and quantity of materials and note previous location and proposed location on site plan:

\_\_\_\_\_

- b. If required, has a Hazardous Materials Management Plan been approved for the site? ☐ Yes ☐ No

**TYPES OF STORMWATER CONTROL MEASURES:** proposed with project (please refer to item below and check all that apply):

☐ Stormwater Treatment

☐ Source Control

☐ Site Design

### SPECIFIC STORMWATER CONTROL MEASURES (Check all that apply):

Storm water Treatment	Source Controls	Site Design
<input type="checkbox"/> Biofilter (veg. swale/strip) <input type="checkbox"/> Detention basin (dry) <input type="checkbox"/> Detention pond (wet) <input type="checkbox"/> Underground detention <input type="checkbox"/> Media filter (sand, organic matter, bioretention) <input type="checkbox"/> Hydrodynamic device (commercially available in-line treatment unit) <input type="checkbox"/> Infiltration trench <input type="checkbox"/> Porous pavement <input type="checkbox"/> Wetland basin <input type="checkbox"/> Wetland channel <input type="checkbox"/> Inlet filter <input type="checkbox"/> Other _____	<input type="checkbox"/> Wash area/racks, drain to sanitary sewer <input type="checkbox"/> Covered dumpster area, drain to sanitary sewer <input type="checkbox"/> Swimming pool drain to sanitary sewer <input type="checkbox"/> Beneficial landscaping (minimizes irrigation, runoff, pesticides and fertilizers; promotes stormwater treatment) <input type="checkbox"/> Outdoor material storage protection <input type="checkbox"/> Covers and drains for loading docks, maintenance bays, and fueling areas <input type="checkbox"/> Maintenance (street sweeping, catch basin cleaning, etc.) <input type="checkbox"/> Other _____	<input type="checkbox"/> Minimize land disturbance <input type="checkbox"/> Minimize impervious surfaces <input type="checkbox"/> Minimum impact street or parking lot design <input type="checkbox"/> Cluster structures/pavement <input type="checkbox"/> Disconnect downspouts (make sure they don't drain on to paved areas) <input type="checkbox"/> Pervious driveway design <input type="checkbox"/> Microdetention in landscape <input type="checkbox"/> Preserve open space <input type="checkbox"/> Protect riparian and wetland areas, riparian buffers <input type="checkbox"/> Other _____